CARLSBAD CITY LIBRARY

Email Notification

I would like to receive notices by email from the Carlsbad City Library when items I have placed on hold are available to pick up and items checked out on my account are overdue. I understand that I am responsible for immediately notifying the Carlsbad City Library if I am not getting notices or of a change in my email address, for checking my email regularly, and for acting promptly in response to email notices.

Name:	Last Name	First		Mido	lle	
Birth Date	e (Required if under 18):	mm/dd/yyyy				
	Library Card Number (no space (no spaces):	es):				
•	from US mail to email notices: email address on file:	O Yes	O No O No			
Email Ad	dress:					

Important Information about Email Notices

Failure to receive an overdue or hold notice does not waive your responsibility for the timely return of materials, any fines for their late return, or fees for items on hold that are not picked up. The hold pickup period is seven days from the date we send you a notice.

The parent or legal guardian of a minor child (under 18) must authorize email notification for the child's account.

Your email address will only be used to notify you when items you placed on hold are available to pick up or when you have overdue materials. We will not use this information for commercial marketing. For more information, the City of Carlsbad's website Privacy and Security Statement is available at the Circulation Desk.

If you choose to receive notices by email, you will no longer be sent any notices by US mail of items on hold or overdue on your account.

When you receive your email notice, the subject line will read "Library Notice" and the "From" line will read "Carlsbad Library."

If you do not receive notices by email after you signed up, please check the following:

- Be sure the user/address of "Carlsbad Library" is listed as acceptable in any spam-blocking software that you or your email provider use.
- If you do not receive a confirming email that we have processed your notification request within
 2-3 days of submitting it, contact the Library to confirm that we have the correct address.
- Check with your Internet Service provider to be sure they have not had interruptions in service.
- For more information, please refer to our Email Notice FAQ, available at the Circulation Desk.